

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

EMERGENCY TEACHING CERTIFICATE

THE CERTIFICATE IS VALID ONE SCHOOL YEAR OR PART THEREOF AND EXPIRES ON THE FOLLOWING JULY 1. THE CERTIFICATE ENTITLES THE HOLDER TO ENTER INTO A TEACHING CONTRACT AND TEACH ONLY IN THE DISTRICT THAT VERIFIES AN EMERGENCY EMPLOYMENT SITUATION EXISTS. EMERGENCY TEACHING CERTIFICATES SHALL BE ISSUED FOR ELEMENTARY, SECONDARY, AND SPECIAL EDUCATION CERTIFICATES AND THE REQUIRED ENDORSEMENTS OF READING SPECIALIST, BILINGUAL, ENGLISH AS A SECOND LANGUAGE AND GIFTED. APPLICANTS THAT WERE ISSUED AN ARIZONA RECIPROCAL PROVISIONAL TEACHING CERTIFICATE ARE NOT ELIGIBLE TO OBTAIN AN EMERGENCY CERTIFICATE FOR THE SAME TYPE OF CERTIFICATE.

➤ **All requirements for initial issuance of the Emergency Teaching Certificate must be met.**

1. A Bachelor's degree from an accredited institution. Official transcript(s) required, photocopies will not be accepted.
2. The Request Form for Issue of Emergency Teaching Certificate completed and signed by the school district superintendent verifying the area an emergency employment situation exists.
3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
4. Completed request with a \$60 money order, cashiers check or personal check **ONLY**, made payable to the Arizona Department of Education (ADE). **Cash will not be accepted.**

➤ **Requirements for each re-issuance of the SAME TYPE of Emergency Teaching Certificate are:**

1. The Request Form for Issue of Emergency Teaching Certificate signed by the school district superintendent verifying the area an emergency employment situation exists.
2. Official transcripts showing 6 semester hours of courses toward meeting the requirements for the specified certificate or endorsement, completed since the last issuance of the Emergency Teaching Certificate.
If less than 6 semester hours of education coursework is lacking, the applicant must take the required Professional Knowledge and Subject Knowledge portions of the Arizona Educator Proficiency Exam.
3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
5. Completed request with a \$60 money order, cashiers check or personal check **ONLY**, made payable to the Arizona Department of Education (ADE). **Cash will not be accepted.**

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.